

**TOWN OF MANCHESTER
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

TO: All Interested Parties

FROM: Megan Pilla, Senior Planner

DATE: September 17, 2021

RE: Alternative Surfacing Materials for Vehicle Parking Areas

A zoning regulation amendment adopted on September 01, 2021 and effective September 22, 2021 allows the Planning Director or his/her designee to approve the use of alternative surfacing materials, including permeable materials, for vehicle parking areas subsequent to review by appropriate Town staff. The following shall serve as a guide to those requesting such approval:

1. A letter requesting approval of an alternative surfacing material should be submitted to the Planning Department accompanied by two (2) paper copies of a site plan on 24" x 36" sheets showing the proposed area, with dimensions, of vehicle parking with all pavement types identified and quantity of parking spaces shown, construction detail(s) of each proposed pavement type, and one or more of the following:
 - a. Detailed mapping of the soil drainage classifications based on recent field studies (not historic soil mapping); and/or
 - b. Results of a percolation test to adequately map the hydraulic capacity of on-site soils; and/or
 - c. Results of piezometer testing to adequately map the depth to groundwater on site.
2. The Planning Department will distribute the plans to appropriate Town staff. Allow for a one or two week review period.
3. We will advise the applicant of staff comments and the applicant should revise plans accordingly.
4. If the proposed pavement materials are determined to be appropriate for the site, a decision letter will be prepared when the Planning Department has received plans which appropriately address any staff comments. If approved, the decision letter will state that three (3) paper copies of the plans, signed and sealed, should be submitted for stamping along with an electronic file of the plans.
5. Upon receipt of the plans for stamping, the Director of Planning or his/her designee will stamp the plans approved. The plans will be distributed to the appropriate Town staff.
6. The Planning Department will notify the Planning & Zoning Commission of the approval.

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